



A TRAINING FOR NURSERY VOLUNTEER

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I. PURPOSE



The purpose of the Infant and Toddler nursery is to meet the needs of the youngest people of our congregation in such a way that they will feel loved, valued, and will want to grow up in the church. We have a commitment to enable all children to experience the fullness of life as Jesus proclaimed, which would include learning how to be active members of the Kingdom of God.

(Too often the church nursery is seen as the "holding tank" for a flock of cute, but disruptive, little lambs. Don't treat the nursery as a convenience for parents. Instead, give it the lofty purposes it rightfully deserves.)

Your role is to provide safe, secure, nurturing, clean, and efficient care to our children. Your ministry responsibilities include playing with the child or directing his play, reading to him, praying for each child, exhibiting Christ-like patience and love, and relating the events of the day to the lesson and theme in words the child can understand.

Pray! Pray! Pray! Pray individually for children as they play, as they listen to the story and for the other caregivers as you work together. Why not take time to pray for the nursery team, parents, and children? Ask for the protection of those serving and for their health. Mention each child by name. Then expand your prayer to include the parents of those represented on the list. Ask God to call out new volunteers with a heart to love and serve the little ones.

KEY VERSE:

He established a testimony in Jacob, and appointed a law in Israel, which he commanded our fathers to teach their children; that the next generation might know them, the children yet unborn, and arise and tell them to their children, so that they should set their hope in God, and not forget the works of God, but keep his commandments... (Psalm 78:5-8)

II. THE VALUE OF CHILDREN

1. We believe that God is honored when persons created in his image are treated with honor and love for the sake of Christ. Therefore, we stand firmly against the cultural trend of cheapening and dishonoring human life. We want to affirm forcefully that children are a heritage from the Lord (Psalm 127:3). Children are a gift from God.

2. We value children as much as we value every other age group. Jesus taught us about the value of children when He rebuked His disciples because they tried to prevent children from touching Him (Mark 10:13-16). It is our hope and our prayer that God will so work that at Legacy that we will always welcome children, teach and minister to children, and love children because God loves children and He wants to save them and meet all their deepest needs.

III. THEMES:

Infants & 1 year olds – Jesus Loves Me

2-5 year olds— Love the lord your God with all your heart, soul, mind, and strength and love your neighbor as yourself

IV. STAFF

John & Marilyn Garcia are the Pastors directly responsible for the care & well being of the nursery. They have entrusted this responsibility to Martha Bootle as a leader in this role. If you ever have questions or suggestions concerning our nursery, please call Martha at 813- 335-6377.



V. PROCEDURES/REGULATIONS

A. RELATIONSHIP WITH PARENTS

Parents are asked to refrain from coming back into the nursery once their child has been dropped off unless they are requested to do so by a staff member. Parents are welcomed to quickly glance through the glass window at their child, but they should also understand that if their child sees them they may begin crying.

Parents are also requested to ensure that children older than 5 do not come into the nursery area for any reason, unless accompanied by an adult. Parents who are volunteering should not bring their older children into the nursery with them during their particular shift.

Parents who need to change an infant should do so in the Infant room and should leave as soon as they are finished. There simply is not room in the Infant room for multiple adults.

B. ILLNESS POLICY

If a child is visibly ill, he/she should be removed from the nursery in the care of a nursery worker, and the parents should be notified immediately. Below are the qualifications of "illness."

In order to prevent the spread of illness, parents must keep their child out of the nursery if the child has:

- a croupy or productive cough (a cough that produces mucus from the lungs)
- A fever
- a sore throat
- Any undiagnosed or infectious rash (diaper rash excluded). Don't assume that a rash the child has is harmless. A child with a rash should not stay in the nursery unless the parent has taken them to the doctor regarding the rash.
- An intestinal disturbance with diarrhea or abnormally loose stools
- Profuse thick nasal discharge
- A fresh sign of a cold; signs of coming down with one. This includes a fresh runny nose not related to true allergies.
- an eye infection (draining)
- nausea with vomiting
- lice

A child should not return to the nursery until he or she has been without temperature or any of the above symptoms for 24 hours for their protection and the protection of other children.

Also, Watch for signs and symptoms of common communicable diseases. If the child exhibits any of these symptoms, please do not expose other children by accepting them to the nursery.



Chicken Pox-symptoms: slight fever, headache, rash with defined bumps, and itching.

Conjunctivitis-symptoms: redness of the eye with yellow discharge and itching.

Scabies- symptoms: an itchy rash occurring on the hands/feet/arms/trunk- including the palms of hands and soles of feet. The rash commonly occurs in skin folds and creases like in between fingers. The itching occurs intensely at night. This rash is caused by a skin mite and it is very contagious.

Rubella (German Measles)- symptoms: swelling and pain in salivary glands at sides of neck, difficulty in swallowing, headaches, fever, and weakness.

C. ISSUES THAT MAY ARISE IN THE NURSERY

INCONSOLABLE CHILDREN - Workers should make every effort to engage unhappy children in play or rock them. Sitting on the floor with the children is very effective and calming. If a child is inconsolable (15 minutes of non-stop crying), the parents are to be notified immediately. Under no circumstances should you let a child "cry it out". This policy will help to fortify the trust between our parents and our nursery staff.

When an infant child is distraught and crying, our caregivers are instructed to:

1. Pray for the child
2. Change the diaper if needed
3. Check with the Sign-in Sheet for pertinent information
4. Offer him/her a bottle or page the mother for nursing
5. Comfort the child and try to distract him with a toy or picture
6. Walk around the room and talk or sing softly with the child
7. Ask help from another worker
8. AFTER 15 MINUTES of continuous crying, get the parent

Please try to keep the kids in the nursery if at all possible so that the parents & others can worship without distraction

DISCIPLINE - The safety of all of the children in the nursery room must be maintained. No throwing, hitting, biting, or kicking can be allowed. If children express this behavior, remind them in a kind voice of the appropriate behavior that you expect and remove them from the source of the conflict. If the behavior continues, it is appropriate to place them in a time-out chair for no more than one minute for each year of their age. Yelling at the children is absolutely prohibited. Also, under **no** circumstances shall the use of physical force or the threat of physical force be used. If a child is unmanageable after efforts have been made to correct the situation, then contact either the Nursery Coordinator or the parent. If a volunteer wishes to spank **their own child**, then they need to do so out of the nursery rooms to avoid the appearance of nursery staff spanking the children, and to prevent frightening the other children.

Please note; if you as a worker are having discipline issues with your own child, please contact your spouse or other family member to address the issue. Please remember that your focus must be on the entire group of children at all times, not on one particular child.

SPECIAL NEEDS CHILDREN-

If you are notified that a child is special needs, please listen carefully to the parents' instructions. They will notify you of anything that is needed for their child. Please ensure that these directions are followed closely in order to build trust with the parents.



D. SUPPLIES

Parents will be asked to bring 1 pants/shirt outfit which will be left at the nursery in a labeled zip-lock bag for the entire year. This should be something that the child can be changed into if there is an accident. Anyone with children under 5 are encouraged to provide this outfit.

Due to several accidents, I have assembled several outfits for the kids ages 0- 24 months. This includes onesies, pants, shirts, and pull ups. The only reason these should be used is if the child has wet/soiled themselves and do not have any additional clothing in their bag. Please notify parents immediately when they pick up their child, and place their child's wet/soiled clothing in one of the plastic bags from the Infant Nursery.

We will provide a list of items that parents should pack for their children. Parents of Infants will be asked to provide enough formula and/or food for the time period of 10 am to 1:30 pm. Parents of Toddlers (2-5) will be asked to send a small lunch with their children since the service always extends longer than noon. Children who do not bring lunch will only be given the traditional snack. We will keep on hand more lunch-like snacks for visitors. Here is an approved list of snacks:

Bananas
Pop-tarts
Cheese & crackers
Cheese sticks

*** PLEASE DO NOT FEED PEANUT BUTTER OR NUTS TO VISITING CHILDREN***

SNACKS - appropriate snacks are available in each room prior to the class.

- Do not give a child's snacks brought from home to another child.
- Due to possible allergies & choking, snacks we decide to give cannot contain peanuts or red dye and we cannot serve grapes unless they are cut in half.
- Snacks will only be given while the child is seated.
- Please ensure that all children use sanitizers or wipes before eating.

SUPPLIES THAT THE NURSERY WILL KEEP ON HAND AT ALL TIMES:

- Disposable diapers (1 bag for each size, leave 2 diapers of each size in diaper changing table)
- Paper/ cloth lining for changing tables (MUST wash any used cloth liners)
- Pre-moistened wipes (unscented!)
- Tissues
- Plastic bags for soiled clothes
- Sets of emergency outfits for children



- Disinfectants
- Paper towels
- Electric outlet covers
- Graham crackers or Goldfish (Be sure to check for allergies and preferences listed on parent information cards.) (All low sugar/ low color)
- Juicy Juice/ Capri-son or other type of boxed drink. (All low sugar)

*** PLEASE NOTIFY THE NURSERY COORDINATOR IF YOU NOTICE THAT ANY ITEM IS RUNNING LOW. ***

Parents are requested to bring 1 box of unscented wipes and 1 box of juicy juice or caprison juice with them each quarter for every child they have in the nursery. (January/ April/July/ October) This will help the nursery to defray costs.

E. LESSONS

For the 2-5 year olds, there will be a lesson each Sunday using the kids' bulletins & a craft. Even 3 & 4 year olds can memorize a Bible verse. We will make that something we do each month.

F. SCHEDULE OF EVENTS.

This schedule will be upheld as closely as possible each week.

9:45	Arrive
10 to 10:05	Short Meeting
10:15	Nursery Opens
10:15 to 11:00	Open Play time & Potty Break
11 to 11:15	Story Time from Lesson with memory verse
11:15 to 11:45	Craft and clean up craft
11:45 to 12:15	Snack and clean up
12:15 to 12:45	Open Play & Potty Break
12:45	Parents Arrive/ Movie

Movies will be limited to Bible videos between the hours of 10-12 and NEMO (or similar movies) will be used as a last resort in case the service goes longer than usual.

G. SPECIAL EVENTS

ALL parents & volunteers, including back up volunteers, should be prepared for special events. We will try to do rotations so that everyone has some time in the praise & worship, teaching, etc.

H. SECURITY/SAFETY

Numbered stickers will be used with every parent and child, no exceptions, even if you know the parents. The numbers will allow us to flash the number on the screen if a parent is needed in the nursery for any reason.

The lead worker should fill out the name & kid's number on a sticker and attach it to the back of the child's shirt. The parent then keeps the sticker and must bring that to the nursery worker in attendance to pick the child up. The child can ONLY be released to an ADULT with the corresponding number on their sticker. The numbered stickers are to be used during all church functions.



For safety, please leave the back door by the Infant nursery closed at all times. Parents should never pick up/ drop off kids at that door, and it should never be open to avoid kids running down the hall. Please note, however, that you should never block the door with chairs or anything except a baby gate. Blocking the door is a fire hazard.

SAFETY SUPPLIES ON HAND AT ALL TIMES:

- First-aid kit with syrup of Ipecac, thermometer, antibiotic ointment, bandages, cold pack
- Fire extinguishers
- Smoke detectors (check batteries often and replace twice a year)

POSTED FIRE EXIT PLANS/MAPS

EMERGENCIES

Small falls/ bumps/ bruises will be reported to the parents as soon as they arrive to pick up their child. If the fall or injury results in bleeding or a break in skin (biting, etc), the parent will be notified immediately. The parent will then be asked to administer ice and/ or bandages, etc. The Nursery will have a first aid kit on hand at all times. If the injury results in loss of breathing or significant bleeding/ head trauma, etc, 911 will be called while the parent is being reached. At this time, the parent will work with the paramedics to determine the best method of treatment. Under no circumstances will staff administer medication to a child. If a child requires medication, it must be administered by a parent or guardian. Ipecac can be given without a parent IF, and ONLY IF, the 9-1-1 operator instructs you to do so. Do not take medical advice from someone who happens to be available, but who is not a 9-1-1 operator or a paramedic.

We do have several church members who are CPR/ first aid certified and who will be notified immediately while 911 is being summoned. In case they are needed, please contact:

Lori Hand	Joseph Cassiba	Karen Muniz
Stuart Beale	Patricia Ortiz	Joseph Ramirez
Deliz Rivera	Vanessa Cassiba	
Sarah Hernández	Judy Ponce	

One adult should stay with the children at ALL times. One adult should be trying to reach one of these church members who can assist, and one other adult should be tending to the injured child.

PLEASE BE AWARE: In case of extreme emergencies such as these, anyone on the Pastoral staff or an elder MUST be notified immediately, along with the nursery Coordinator. It would be best to get Pastor Marilyn, if John is preaching.

FIRE AND BUILDING EVACUATION

In case of building evacuation or fire, all children will be ushered out through the appropriate exits.

Plan A: Staff will take children through back entrance next to nursery and meet parents in far back corner besides the former HOP building. All children will be accounted for outside of the building using numbering system on stickers.

Plan B: In case of emergency in rear of building, children will be taken by staff through the front doors of the building, walk along the side walk, and will meet with parents in front of the Weight Watchers building.



At no time will children be reunited with their parents prior to getting to the meeting spots. It will be crucial that all children are accounted for before allowing anyone to take children. It will also be crucial (more than ever before) that only the person with the badge be allowed to take the children.

I. WORKING YOUR SHIFT

Initially, it is the responsibility of the Nursery Coordinator to secure the proper staff for Worship Services and functions requiring childcare. However, if a volunteer is unable to cover their scheduled shift, it is **THEIR** responsibility to find a substitute from the approved list to fill in for them. Please notify the Nursery Coordinator by phone or e-mail about any changes in the schedule as soon as possible. If needed, the nursery coordinator will suggest two or three fill in individuals for you to contact. If you do not work your shift, please be prepared for the nursery coordinator to ask you to work another week. We appreciate your flexibility with this.

WHO CAN WORK?

Our Infant and Toddler Ministry is a cooperative effort. We ask that parents who place their children in the nursery volunteer to work in the nursery on a rotating basis. New Church members will be asked to wait for three months before working in the nursery. Husbands will be permitted (and encouraged!) to work along side their wives on rotation with the children. There will be 1 couple and two singles working nursery during any service.

Teenagers must be 15 and older to be considered an official worker in the nursery.

If not needed during your shift due to a lack of children, please be willing to work another day that month if needed. You will be able to go back to the service; however we may ask you to cover a different shift. We appreciate your flexibility.

ADULT/CHILD RATIOS

There should be no more than ten children at a time in any of the nursery rooms, and only 4 Infants in the Infant room. Every effort needs to be made to keep the ratio of one adult to every 10 children, and one adult to every four infants. We also require that at least two workers be on duty at all times. Under no circumstances should the children be left alone for ANY amount of time. Caregivers are required to directly supervise children by sight AND hearing at all times - even while they are sleeping.

There will be 3 rooms set up. The first room (Infant room) will have the babies' ages 0 & 1. The 2-4 year olds will go into the two rooms across the hall and will be split up evenly between the two rooms, being allowed to ebb and flow. There will be one worker in each room at all times, with the third worker keeping watch

DRESS CODE

Please wear proper professional attire for nursery employees. The provided staff tags are required to be worn by nursery volunteers to allow them to be easily identified by the parents.

GREETING THE CHILDREN

The lead nursery worker for the day should warmly greet the children and their parents while the other workers are involving the children in appropriate play and activities. The greeter also needs to make sure the parents fill out all of the pertinent information on the security labels and that all of their little one's belongings are clearly marked.

Remember that many parents try church for the first time or return to their faith because of their newborn child. What a great opportunity to make their visit one worth repeating.

****There are simple things you can do to be sensitive to new parents. For example, allow a parent to decide when to hand over an infant. There's nothing more unsettling than having a stranger, no matter how well-meaning, take your baby out of your hands and walk away with "she'll be fine; just relax."**



**If an infant is crying when a parent comes to your nursery, remind the parent that it's her choice to leave the child in the nursery. If she's comfortable with trying your nursery, let her know she can check back later. Reassure her that you'll locate her if her child hasn't stopped crying within 15 minutes. Constantly consider parents' feelings. Remember: You're caring for the most precious thing in their lives.

ESTABLISH PEACEFUL TRADITIONS

The following schedule, kept consistent week to week, will help the children trust that this is a safe place to visit.

10- 10:05	Short Meeting
10:15- 11:00	Open Play time
11- 11:15	Story Time from Lesson with memory verse
11:15-11:45	Craft and clean up craft
11:45 – 12:15	Snack and clean up
For snack time we recommend the “God is great” prayer or another familiar prayer to encourage participation.	
12:15-12:45	Open Play
12:45- parents arrive	Movie

VII. INFANT CARE

A. GENERAL POLICIES

- Infants are in the earliest stage of development, and in order to foster this development, infants should not be restricted to one area (piece of equipment) or activity for long periods of time. Activities such as swings, lying/playing on blankets or mats on the floor, and looking at books and toys are acceptable and encouraged.
- Do not stand and hold more than one infant at a time. It is a much better solution to place them on a mat on the floor and join them.
- When placing babies in the cribs, they are to be placed on their backs (unless instructed otherwise by the child's parent).

B. DISTRAUGHT INFANTS

When an infant child is distraught and crying, our caregivers are instructed to:

1. pray for the child
2. change the diaper if needed
3. check with the Sign-in Sheet for pertinent information
4. offer him/her a bottle or page the mother for nursing
5. comfort the child and try to distract him with a toy or picture
6. walk around the room and talk or sing softly with the child
7. ask help from another worker
8. AFTER 15 MINUTES of continuous crying, get the parent

C. DIAPERS

- Diapers need to be checked frequently, and soiled diapers need to be changed immediately. Please have several sanitized toys on hand to use with the babies while their diapers are being changed. (one of the workers from the other team should come over and help with changing babies when needed)
- Every baby needs to be changed prior to 1:30, regardless if they are soiled or not. This allows parents to receive clean children that they don't have to change right away. (Clearly, this is unless the parents have instructed otherwise) Please use the stickers provided on the front of their diapers so that parents are aware that their babies have been changed.
- The padding on the changing table must be changed after every diaper. (fresh cloths are located under the changing table)
- Please use hand sanitizer after each diaper change

FOR OLDER CHILDREN:

There is a diaper changing mat and wipes in the Toddler room. At any time, if you are uncomfortable with changing older children, feel free to contact the parents.

X. TEAM LEADERS FOR THE NURSERY:

Each week we will have one person who will be the "lead" in the nursery. This person will be responsible for the following things:

- Set up the room, if they arrive at 10 and the room is not already set up. (should be done by the coordinator, but be prepared if there is an emergency)
- Station themselves at the sign-in desk and assist parents with the sign in process. The other workers should stay in the nursery at all times and interact with the children.
- Make decisions within the nursery such as when to get a parent, etc.
- Make the decision on when to get the nursery coordinator involved. There will be a different nursery coordinator each week, so they will need to know which one to contact.
- Check on the Infant nursery several times during the service to ensure they do not need assistance.
- Coordinate the clean up of the nursery

XI. NURSERY CLEAN UP

It is very important that the nursery be left extremely clean. Please see the nursery coordinator if you have any questions. The clean up sheet is available to the nursery coordinator and or lead nursery worker. Please help clean up before leaving for the day.



XII. GRADUATION FROM OUR NURSERY

Infants will be promoted from the Infant Nursery into the Toddler nursery when they reach 2 years of age. Children will remain in the toddler nursery until they reach kindergarten when they will be moved into the Kids Church.

REVIEW OF RULES AND PROCEDURES

- Safety is our main priority! Keep your eyes & ears on the children at all times.
- Please arrive on time.
- Only scheduled nursery workers should be in the nursery. No children between 6 and 15 are permitted into the nursery.
- Please sanitize your hands, children's hands and toys frequently.
- Please sanitize children's hands before eating.
- Plan to remain for the duration of the nursery. Do not leave for any reason before all the children have been picked up and everything is clean.

REASONS WHY WE SERVE IN THE NURSERY

Reason #1

God is in the church nursery. This may come as a shock, but the Bible has specific promises about God's presence when children are welcomed and loved in Jesus' name.

Reason #2

Your service in the church nursery allows church goers to focus on worship, rather than worrying about their children. In a very real sense your ministry makes it possible for the pastor to fulfill his ministry.

Reason #3

The first (and sometimes lasting) feelings a child will have toward church is formed in the nursery department. While not everyone agrees, I believe that a positive experience in the church nursery is essential.

Reason #4

When you serve in the nursery, you are being entrusted with the most important (and vulnerable) members of the church family. There is no greater treasure on this side of heaven than the little ones God has given us. You must be someone special to have a job that is so important.

Reason #5

Your service is essential for your own spiritual growth. You may have never looked at it this way, but a *growing* Christian is always a *servant* Christian. Jesus was known for putting others first, when you serve in the church nursery you are walking in his example.

Reason #6

The church nursery is the first contact young families will have with your church. Your friendly greeting and exceptional care for their children can make a great first impression for your church. If they don't feel like their children are safe, they will not return - and rightly so.



Reason #7

Your service in the church nursery is a powerful opportunity for prayer. If every nursery worker would spend several minutes praying over the children in their care, imagine how God might begin to change this coming generation. There is no better way to create an environment of spiritual nurture than to pray while you serve in the nursery.

Remember that God blesses those who serve his children.

HOW OTHERS CAN SUPPORT THE NURSERY

- Pray for the nursery caregivers, teachers & children
- Serve children and their parents in the nursery, partnering in the nurturing of the faith of our children
- Volunteer as a room and toy cleaner, usually 2 times a year
- Be a part of the laundry team
- Share your outgrown, clean, and durable toys
(Please speak to the Nursery Coordinator, Martha Bootle, regarding all donations)
- Share constructive suggestions for improving the nursery with the Nursery Coordinator,
(Then be willing to be part of the improvements).
- Provide unscented wipes and/ or Capri-Son Drinks throughout the year, or contribute financially so that we can purchase various crafts and toys for the nursery.